

File: *PRIVACY*
ODP # 4393-72

Executive Registry
77-4487/8

27 DEC 1977

MEMORANDUM FOR: Members of Information Release Working Group
and Resources Group

STATINTL FROM : [REDACTED]
Chairman, Working Group

SUBJECT : Next Steps

REFERENCES : A. DDA Memo dated 8 November 1977 Proposing the
Establishment of the Release of Information
Working Group
B. My Memo dated 30 November 1977, Subject: Line
of March

1. The two subcommittees established in Reference B have submitted their reports which are attached. I believe the Strong Subcommittee should now initiate action on requirement 3.b. in Reference A: determine the feasibility of developing and implementing a centralized index of all material that has been released to the public. It is apparent from the report on existing indices that there are some redundancies and many gaps. I suggest that the Subcommittee attempt to describe the characteristics and resource implications of a fully centralized index, with lesser options reflecting what would be sacrificed should it become necessary to accept something short of the optimum.

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2. The report from the [REDACTED] Subcommittee provides specific suggestions for determining our response to tasks 3.c. and f. of Reference A, and inferentially suggests the thrust of a response to task 3.a. I believe that these recommendations should be considered at the next meeting of the full Working and Resources Groups.

3. It is necessary now to establish subcommittees to tackle assignments 3.d. and e. of Reference A. In view of my imminent retirement, it seems appropriate to provide the new chairman the option to organize these subcommittees as he deems suitable. I expect that the Acting DDCI will appoint my successor before the end of this month.

STATINTL [REDACTED]

DD/A Registry
77-6535

Executive Registry
77-4487/7

MEMORANDUM FOR: Chairman, Agency Working Group to Study Release
of CIA Information to the Public

STATINTL FROM : [REDACTED]
Chairman, Working Group Subcommittee for Release
of Information

SUBJECT : Your memorandum for Members of Information Release
Working Group and Resources Group dated 30 Nov 77,
Subject: Line of March (ER 77-4487/5)

1. The subcommittee appointed by referenced memorandum has met and has discussed what additional action might be taken to sensitize Agency personnel involved in the information review process in order to alert any review mechanism to material with "flap" potential. In addition to coming up with the specific recommendations outlined below, the general discussions of the group resulted in some opinions which I believe are worthy of note. Primary among these opinions was the view that the release of CIA information to the public by any means involves a significant flap potential. No reasonable steps that we could take would totally preclude this risk. Yet, our goal will be to minimize the frequency and the damaging results of flaps. A second opinion and one closely related to the first is that there has been a tendency in the past two years for top management to react very strongly to what are considered to be information release flaps. In several instances a good deal of both time and effort has gone into post-mortem reviews and apparent attempts to affix specific responsibility. Obviously, post-mortem reviews are in order where there is any indication of dereliction of duty. To date, such dereliction has not been indicated. It is the feeling of the group that unnecessary reviews and post-mortems serve only to damage the morale of the many people who, on a day-to-day basis, are required to make judgments regarding the release of information. Recommendation #4 below proposes procedures for dealing with this problem.

2. The group has reached a consensus that the following specific recommendations, if implemented, would substantially assist in reducing both frequency and severity of information release problems:

RECOMMENDATION #1:

More and better training of personnel who become involved in the information release process.

Comment:

A formal training seminar has been developed as regards FOIA and the Privacy Act. We believe that maximum advantage should be taken of this experience by any people becoming involved in the information release activities of the Agency, and that the feasibility of further training activities in this area should be taken under study by the Director of Training.

RECOMMENDATION #2:

The formal distribution of information relating to problems that have occurred.

Comment:

As one of its objectives under MBO, the Information and Privacy Staff is tasked to distribute information relating to FOIA and the Privacy Act to interested Agency components. We believe this mechanism should pay special attention to making people aware of problems that have occurred in information release so that all involved can continue to learn from experience.

RECOMMENDATION #3:

The establishment of a sub-IRC Agency working group.

Comment:

The IRC, being made up of the top officers of the Agency, meets infrequently and normally restricts its attention to matters of a significant policy nature. This is as it should be. However, to ensure maximum coordination and the exchange of information and experiences, we believe a subgroup composed of senior staff officers representing the members of the IRC and with the addition of representatives from OLC and the Public Affairs Staff and possibly the DCI's personal staff should be established. This group should meet regularly and its members should be tasked to communicate to their components information resulting from these meetings. Among other things, this group should address on a regular basis the possible impact on CIA by FOIA/PA releases of other Government agencies.

RECOMMENDATION #4:

The designation of a referent for "alerting" management of potential problems.

Comment:

A major problem of the past has been that the appropriate management officials of the Agency have not received thorough and timely warning of potential problems in information release. Contributing to this problem is the very diversified nature of information release and the absence of an identified individual to be advised of any potential problems. All too often some officials have been alerted, others who should have have not been. We, therefore, recommend that an appropriate senior staff officer be designated as that individual who will be alerted by any Agency component which feels it has a potential problem. That officer, in turn, depending upon the nature of the problem, will be responsible for advising all concerned officials.

RECOMMENDATION #5:

That OLC and the Public Affairs Staff be integrated more fully into the Agency's overall information release procedures.

Comment:

The release of information under FOIA, the Privacy Act, Executive Order 11652, and the Declassification Program are all covered by specific procedures and systems which have developed out of the requirements of either law or Executive order. Such does not appear to be the case with the release activities of OLC and the Public Affairs Staff, both of which are required to respond to requests that are urgent, unprecedented and not governed by laws, Executive orders, etc. We believe it is imperative that closer coordination between these two activities is called for. Part of this recommendation would be served by the establishment of the working group referred to above.

RECOMMENDATION #6:

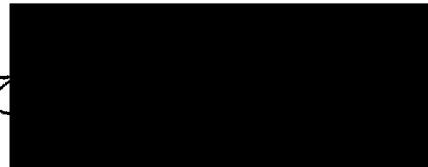
The encouragement of working-level "rap" sessions,

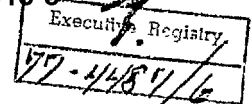
Comment:

We believe it is important that managers involved in the information release business communicate frequently with each other. Much of this is done and the recommended working group would formalize this contact and obviously even make it more useful. Equally important, however, is that the working-level personnel involved in these activities share their experiences with one another. We are of the opinion that managers should be tasked to make such arrangements that would facilitate this contact on a regular basis.

3. We believe the above recommendations, while hardly dramatic, are reasonable and could be simply accomplished. We believe further that, if implemented, demonstrable improvements in our handling of actual or potential release problems would result.

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16 December 1977

STATINTL

MEMORANDUM FOR: [REDACTED] Chairman,
Information Release Working Group and
Resources Group

FROM : Members of Subcommittee to Identify Existing
Centralized Indices

REFERENCE : Memo dated 30 November 1977, Subject: Line
of March

1. The Subcommittee has surveyed the Agency and found that the following three indices can be identified as "centralized."

I. IPS - DECL System

DECL is the acronym for the Declassified Documents File of the Information and Privacy Staff of the DDA. DECL is a completely unclassified file in the Interim SAFE (Support for Analysts' File Environment) System designed by the Office of Central Reference.

As of 1 December 1977 DECL consisted of about 2,500 records, each record being an index to declassified (or sanitized versions of still-classified versions of) substantive intelligence documents. These documents have been declassified (or sanitized) as a result of requests levied on the Agency under the provisions of Executive Order 11652 or the Freedom of Information Act, and are filed in IPS by the name of the first requester to ask for the document.

The documents have been indexed on a selective basis by such categories as: country, subject code, key words, requester, publication date, declassification date, former classification, document number, and whether the document is sanitized or declassified. Key words include many proper nouns or subjects mentioned in the document, including the names of thousands of foreign personalities and some U. S. personalities such as the MIAs from the Vietnamese War.

The system runs on ODP computers located at Headquarters. The file may be queried on-line, using any of the categories mentioned above, from many of the Delta Data 5000 terminals in headquarters, or printouts of any or all parts of the file delivered by ODP overnight.

II. ISAS - DARE System

DARE is the acronym for the Declassification and Review Computer System which will be used by the Records Review Branch of ISAS to record all permanent, classified Agency documents that have been reviewed under the 30(20) Year Declassification Review Program. The documents input to this system will be indexed by such categories as document number and creation date, title, type of document, office of primary interest, original classification, classification after review, etc. Initial system plans call for hard copy printouts of data stored in the system; however, in the near future it is anticipated the data base will be available for on-line query via computer terminals located in the Records Review Branch.

As a part of this system, all declassified documents that have been transferred to the National Archives and Record Service (the only recipient for material released under this program) will be identified.

It is anticipated that this system will be in operation by the end of March, 1978 and that approximately 1.5 million documents will be input yearly.

III. PICDOC

PICDOC* is an ADP system for the recording and manipulation of data on documents addressed by the Operations Directorate in response to requests under the Freedom of Information and Privacy Acts and Executive Order 11652. Emcompassed in thirty-some fields of data are the following elements of information about each document:

- Case number to which related
- Document description
- Originator
- Recipient
- Classification
- Subject
- Review Date
- Recommendations
- New classification
- Exemptions from release
- Remarks
- Keywords on subject matter

Data may be retrieved on the basis of any one or combination of fields. The system does not contain full text of the document.

* The acronym PICDOC came from Policy and Information Coordination (Group) Documents

The system permits identification of personal or non-personal subjects previously treated by the DO in the FOIA/PA/EO context. It provides a rapid means of determining whether a specific document has been reviewed before and what the resulting action was.

The results of any classification review made in the FOIA/PA/EO treatment of a document can be discerned. Although the text of a previously treated document has not been input and, therefore, can not be obtained, the location of the document in the DO records system and in the FOIA/PA/EO records can be quickly ascertained.

The PICDOC system does not assure consistency in the release of information through FOIA/PA/EO responses, but it does provide a rather powerful tool to permit analysts to uncover and find previous releases of the same or related information. Working through subjects and keywords it also offers some insights into the breadth and depth of information being released on specific or general matters.

Input into the PICDOC system was started in June 1977 using ISS personnel on an overtime basis beginning with the earliest appeals cases. Input forms have been completed on all of the documents in cases which have been appealed, and some inroad has been made into the initial review cases that have not yet been appealed. This backlog has been cut in half. Although nearly current in transferring data on input forms into machine language and into the data base, the accuracy of all the data is not yet verified. The emphasis has been to get information into the data base.

2. Numerous individual offices, particularly in NFAC, have established separate, manual files which contain material related to a specific FOIA, Privacy Act or Executive Order 11652 request received from Information Privacy Staff. In most of these records no attempt has been made to cross reference material by subject or by name of requester.

3. The office of Central Reference maintains a list of publications released to the public available from Document Expediting Project, (DOCEX), but this file appears to us to fall outside the purview of this survey.

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Subcommittee Members:

Chairman
Subcommittee Working Group

STATINTL

MEMORANDUM FOR: THE RECORD
STATINTL

*File: Release of
Info to Public*

[REDACTED] is now Chairman of
subcommittee to determine the feasibility
of an automated centralized index of all
material released to the public.
EO/ODP is a member of this committee.
Next meeting is 26 Jan. 78 at 1500 in
7D-32.

STATINTL

Date 12 Jan. 78

FORM 5-75 101 USE PREVIOUS EDITIONS

STATINTL

TRANSMITTAL SLIP		DATE 27 December 77
TO: [REDACTED]		EO/ODP <i>GO</i>
ROOM NO. 2-D-00	BUILDING Hqs.	
REMARKS:		
<p>As of this date, Mr. Blake has designated [REDACTED] as the new Chairman.</p> <p><i>Route for Info to</i> <i>D/ODP - [initials]</i> <i>C/MS - B</i> <i>C/AS - [initials]</i> <i>DD/A/ODP - DW</i> <i>EO/ODP - [initials]</i> <i>file FOIA/Privacy</i></p> <p><i>DC/AS [initials]</i></p>		
FROM: [REDACTED]		
ROOM NO.	BUILDING	EXTENSION

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REPLACES FORM 36-8
WHICH MAY BE USED.

(47)